



# Temporary & Special Event Sign Application 2020 Calendar Year

Town of Acton  
Planning Division  
472 Main Street  
Acton, MA 01720  
978-929-6631;  
planning@actonma.gov

Permit fee: \$45.00

(office use only)

Permit #: \_\_\_\_\_ Fee submitted: \_\_\_\_\_ Non-Profit (501.c.3): YES NO

Date Received: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_

Please complete sections A and B below and attach an image or picture of your proposed sign.

## A. Applicant Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

## B. Temporary/Special Event Sign Request

Business Name: \_\_\_\_\_

Location of Business: \_\_\_\_\_

Are there any other Temporary/Special Event Signs associated with the Business? YES NO

If yes, have they received a permit? YES NO

Are they currently being displayed? YES NO

Type of proposed signage (banner, A-frame, etc.): \_\_\_\_\_

Location of proposed signage: \_\_\_\_\_

Proposed Display Area (Sq. Ft.): \_\_\_\_\_ Requested # of display days: \_\_\_\_\_  
(Specify requested dates on calendar on reverse side)

*Note: Any subsequent modifications to the information stated within this application shall be made to the Zoning Enforcement Officer in writing and must be accompanied by an additional \$10.00 filing fee.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Temporary/Special Event Sign Permit Approval

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

# Days: \_\_\_\_\_  
(valid for dates shown in application)

### Modification 1

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

# Days: \_\_\_\_\_  
(valid for dates shown in modified application)

### Modification 2

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

# Days: \_\_\_\_\_  
(valid for dates shown in modified application)

Please circle the proposed sign display dates.

# 2020

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## **Please read prior to submitting your application.**

- All signage subject to the requirements of Zoning Bylaw Section 7.7 through 7.13 shall require a permit from the Zoning Enforcement Officer and no such sign shall be erected except in conformity with such a sign permit and in the exact location and manner described in the sign permit application.
- Be aware that a business which is located within a local Historic District (West Acton, South Acton, or Acton Center) shall require a Certificate of Appropriateness to be issued from the Historic District Commission prior to any administrative sign permit being issued by the Zoning Enforcement Officer.
- Applications shall be completed and submitted by the business owner or their authorized agent. Applications must be thoroughly and accurately completed. An application's completeness, legibility and accuracy will directly affect the time required to process and review said application.
- All sign applications shall be made to the Zoning Enforcement Officer through the Planning Division located on the Ground Level of Town Hall, 472 Main Street, Acton, MA 01720.
- In order for a sign application to be considered complete, it shall include, at a minimum, the following:
  1. The location, by street number, of the proposed sign.
  2. The name and address of the sign owner or owner of the lot where the sign is to be erected if other than the sign owner.
  3. Any and all other such pertinent information as the Zoning Enforcement Officer may require to ensure compliance with the Bylaw and any other applicable law.
  4. The application must be signed by the owner of the sign.
- Any sign application which is deemed to be incomplete as to the minimum submission requirements identified above, may not be accepted.
- It is the applicant's responsibility to ensure that the application is complete and accurately filled out in its entirety and that no information has been omitted.
- All information submitted as part of this sign permit application will be thoroughly reviewed in order to determine whether the proposed sign is in compliance with the Zoning Bylaw.
- Absolutely no display of any permanent exterior sign, freestanding sign or any temporary/special event sign should occur prior to this application being reviewed and the resulting sign permit being issued by the Zoning Enforcement Officer.
- Failure to obtain necessary sign permit prior to the sign being displayed may result in enforcement action commencing and/or a citation being issued.
- Submission of sign permit application and fees alone DO NOT guarantee or imply automatic issuance of a sign permit.
- The complete Zoning Bylaw, including Section 7 – Signs and Advertising Devices, can be viewed at [www.acton-ma.gov](http://www.acton-ma.gov).

If you have any questions regarding this application, please feel free to contact the Planning Division at (978) 929-6631.

**Town of Acton Zoning Bylaw**  
**Section 7.10**  
**Temporary and Special Event Signs**

**7.10 TEMPORARY and SPECIAL EVENT SIGNS**

- 7.10.1 One SPECIAL EVENT SIGN may be ERECTED to announce a church bazaar, fair, circus, festival, business or shop opening, special sale by a store or business, or similar event. Such SIGN shall be ERECTED on the same LOT where the event is to occur. It may identify the event and the date of the event, and it may display the event's sponsor, organizer and main feature. Such a SIGN shall be removed not later than 1 day after completion of the event. The display time of SPECIAL EVENT SIGNS, taken together, shall be limited to 45 days per PRINCIPAL USE for each calendar year.
- 7.10.2 In addition to SPECIAL EVENT SIGNS, any PRINCIPAL USE permitted in a Business, Industrial, Office or Village District that does not have a permanent FREESTANDING or EXTERIOR SIGN may ERECT one TEMPORARY SIGN on the same LOT where the PRINCIPAL USE is located for the duration between the application filing date for a permanent SIGN permit or special permit pursuant to section 7.6 and 7.13 and, if approved, up to 45 days after the issuance of a SIGN permit pursuant to section 7.6.
- 7.10.3 Only one TEMPORARY or SPECIAL EVENT SIGN shall be ERECTED per PRINCIPAL USE at any given time.
- 7.10.4 TEMPORARY and SPECIAL EVENT SIGNS shall not exceed 10 square feet in DISPLAY AREA.
- 7.10.5 TEMPORARY and SPECIAL EVENT SIGNS shall neither be ERECTED on a sidewalk, walkway or driveway, nor within 5 feet from the sideline of a STREET or right of way customarily used by the general public.
- 7.10.6 TEMPORARY and SPECIAL EVENT SIGNS shall comply with the provisions of Sections 7.3 and 7.4, except as set forth in this section, and they shall not be illuminated.
- 7.10.7 Notwithstanding subsections 7.3.4, 7.3.6, and 7.4.1, TEMPORARY and SPECIAL EVENT SIGNS may be MOVABLE SIGNS, and in Village Districts may be made with materials not otherwise allowed; and SPECIAL EVENT SIGNS may consist of a flag or balloon, or may be decorated with ribbons, flags, streamers or balloons that remain reasonably within the confines of the SIGNS.
- 7.10.8 No TEMPORARY or SPECIAL EVENT SIGN shall be ERECTED without a SIGN permit issued by the office of the Zoning Enforcement Officer pursuant to section 7.6, which may be a blanket SIGN permit that covers all TEMPORARY and SPECIAL EVENT SIGNS for a PRINCIPAL USE for up to one calendar year. The SIGN permit shall state the specific dates and time periods during which the TEMPORARY and SPECIAL EVENT SIGNS may be ERECTED and the specific location or locations on a LOT.